



BREACH RESPONSE

When personal and confidential information is released to a person who is not authorized to have that information. Or if that information is no longer within the oversight and protection of LADD systems it is critical to immediately report the incident as soon as it is discovered to a member of Management.

Management will take the report to the Corporate Compliance Officer, who acts as the Privacy Officer at LADD so the incident can be addressed. Not every incident will meet the definition of a breach, requiring a structured response, so until it does it should be viewed simply as a **security incident**. Only after the procedures in this section are followed and a proper investigation and analysis takes place can appropriate corrective action.

